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**JOB DESCRIPTION**

**CAREER: Kitchen Assistant**

**YOUR NEW PLACE OF WORK: Copelands**





**What is Copelands?**

You have applied to work as **Kitchen Assistant** at **Copelands**. Copelands is Belfast Central Mission’s flagship project, providing market leading care for Northern Ireland**.**It will encompass everything needed to create a genuine home from home where people can enjoy fulfilling and spontaneous lives. Our aim is to provide the best possible care to frail older people, including those living with dementia.

The home will comprise of six households, each with 10 residents. Each household will have its own front door, kitchen and living area as well as access to a communal outdoor area.

The home has been designed with the differing cognitive, social, and physical abilities of the residents in mind. We will be promoting the use of familiar and recognisable surroundings and activities to stimulate residents’ deepest and earliest memories.  Visual clues throughout the design help residents with recollection to avoid confusion and increased anxiety. Additionally, it creates opportunities for staff and residents to interact more easily in activities of daily living.

* A new, bespoke care model **“BUTTONS”,** already developed and practicing person-centred care and choice for residents
* Dementia Gold standard design
* Exemplar building with spacious rooms and extensive communal space
* Beautiful coastal setting providing therapeutic environment for resident

**Reporting Structure:** reports to Head Cook / Cook

**SO, WHAT WILL YOU BE DOING?**

* You will assist the Head Cook/Cook in providing a menu that is restaurant standard, offering choice, seasonality, creativity, presentation and, above all, a food offering that is nutritious and high on quality.
* You will assist the Head Cook/Cook in providing a food service which meets the expectations and requirements of our residents
* You will assist the Head Cook/Cook in delivering “home baking” to offer our residents something unique with a sense of “home/family”.
* You will assist the Head Cook/Cook during key service times, in order to provide a range of choice for breakfast, lunch and dinner to suit all palates, dietary requirements, digestion.
* You will assist the Head Cook/Cook to ensure that the kitchen is maintained to a high standard including, hygiene and quality and you will help to maintain external standards/regulations (eg) environmental health; NI Code of Practice (Food Law); HACCP; Belfast Central Mission’s policy & procedure on Health & Safety
* You will assist the Head Cook/cook in all aspects of food preparation and service to our residents
* You will ensure that when using any appliance and other kitchen equipment, that you do so according to procedure taking care with the proper cleaning and storage of all such appliances and equipment.
* You will be responsible for following all kitchen procedures to ensure that there is no cross contamination and that all food items are stored correctly
* You will complete all records to ensure compliance (eg) cleaning; stock; temperature

**WHAT WE NEED**

We want a **Kitchen Assistant** who places our Residents at the very heart of what they do in terms of the provision of a high-quality food service. A high level of Resident satisfaction in terms of food is our overriding objective, so we need a **Kitchen Assistant** who is creative and can prepare and present food of the highest quality.

**OUR VALUES**

We expect that as the basis for performance for all staff, our values of **Respect, Integrity, Excellence** and a **Person Centred Approach** is evident in our interactions with each other as members of a wider staff team and our residents at all times.

**PERSON SPECIFICATION – KITCHEN ASSISTANT**

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| **Criteria** | **Essential** | **Desirable** |
| **Q UALIFICATIONS** |  | Hygiene/catering/cookery qualification |
| **EXPERIENCE** | 1-years’ experience of working in a busy kitchen |  |
| **SKILLS** | Food Preparation  Practicing Hygiene  Food storage (awareness of dates of use) |  |
| **AVAILABILITY** | Flexibility to work a rota which includes early mornings, early evenings, and weekends |  |

**GENERAL TERMS AND CONDITIONS**

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| **Duration:** | Permanent |
| **Hours or work:** | **30 hours per week** as per the rota including evenings and weekends |
| **Salary:** | **£8.91 per hour** |
| **Holidays:** | Based on 20 days per annum plus 12 Public Holidays (Rising by 2 days on 5 years-service and a further 3 days on 10 years-service) |
| **Probation Period:** | 6 months |
| **Pension:** | Entitled to join after three months service. Staff are required to make a minimum contribution of 4% percent of basic salary to their personal pension within the Group Scheme. |
| **Benefits:** | Cycle to Work Scheme  **Westfield Health Cash Plan Level 1 (See Below)**  O2 open discounts |
| **Period of Notice:** | Less than six months service = 1 week.  Six months service or more = 1 month. |
| **Access NI:** | This post requires that a check must be carried out under the requirements off Access NI Enhanced Disclosure. This will involve, a full criminal records check, which will show spent and unspent convictions, cautions, cases pending and any other relevant information. |



